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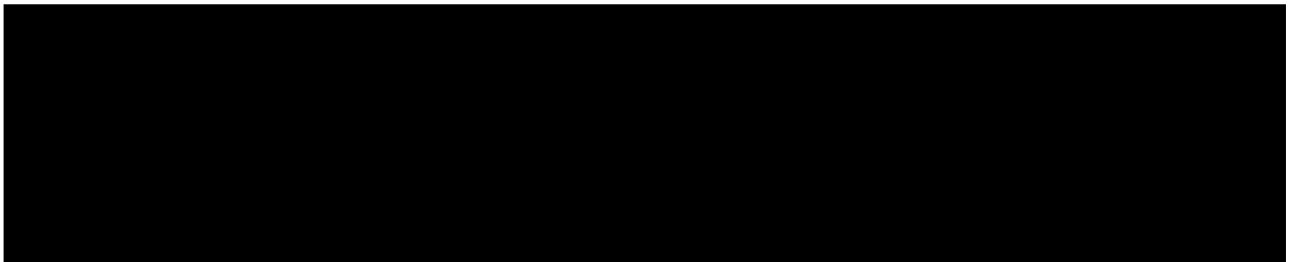
12 February 1954

Acting Deputy Director (Administration)  
Weekly Report for Week Ending 12 February 1954

By: 35

25X1C

1. General



2. Staff Item of Interest

a. Transfer of Functions from General Services Office to Logistics Office - (new and completed item)

Plans have been completed for the orientation of all key personnel to be transferred to the Logistics Office as a result of the transfer of functions from General Services Office in accordance with [REDACTED] X1A dated 8 February 1954. The first phase of this orientation is scheduled for 16 February 1954.

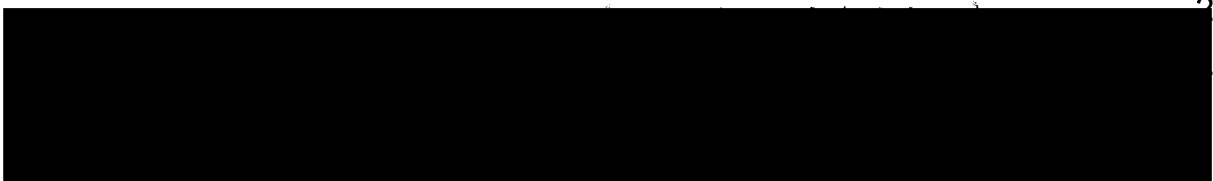
25X1A

3. Administration

a. Career Service Program - (continued item)

The first draft of the logistical personnel qualification standards has been received from the Classification and Wage Division, Personnel Office. These standards will be reviewed by the Logistics Office and returned to the Classification and Wage Division with appropriate recommendations.

4. Transportation Division



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b. Operational Statistics, Week Ending 11 February 1954 - (continued item)

- (1) Trucking Operations:
  - (a) Tonnage Moved - 63 tons (out of town)
  - (b) Total Truck Mileage - 9,255 miles
- (2) Cargo Operations:
  - (a) Total Air Shipments - 9
  - (b) Tonnage Moved - Air - .4 tons
  - (c) Total Surface Shipments - 46
  - (d) Tonnage Moved - Surface - 28 tons
- (3) Personal Property Shipments:
  - (a) Incoming Personal Property - 9
  - (b) Outgoing Personal Property - 11
  - (c) Incoming Privately-Owned Automobiles - 0
  - (d) Outgoing Privately-Owned Automobiles - 14

5. Supply Division

a. Microfilming of Automotive Records - (new item)

A project has been established for the microfilming of all current Declarations of Trust on Agency vehicles. The completion of this project will insure control of the safekeeping of these documents.

b. Inventory - (continued item)

The physical inventory of communication and photographic materials was completed on 8 February 1954. The reconciliation of physical counts with stock control records is in process.

6. Procurement Division

a. Contract Documents and Requisitions - (continued item)

(1) Contracts

Contractor	Commodity & Quantity	Dollars & Cents

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(2) Requisitions - By Division Branch

	Special Purch.	Military Purch.	Contract	Purchase Order	Total
Brought Fwd.	15	3	87	107	212
Received	26	9	14	184	235
Completed	31	7	9	189	236
Pending	10	5	92	102	214
Amt. Oblig.	\$15,815.10	\$39,127.10	\$39,926.00	\$132,312.40	\$227,180.60

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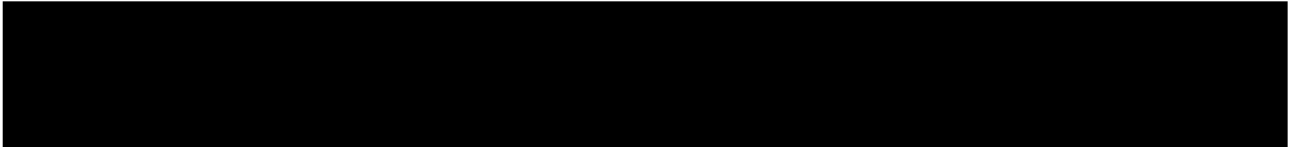
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7. Real Estate and Construction Division

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c. Projects: [REDACTED] - (continued item)

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JAMES A. GARRISON  
Chief of Logistics

*qRL* LO/SS/ARL:mk (12 Feb. 1954)

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